

COMOMAGINST 3100.1H
Fire Warden
24 Mar 03

COMOMAG INSTRUCTION 3100.1H

Subj: COMMAND FIRE PROTECTION PROGRAM

Ref: (a) NASCORPCINST 11320.8J

Encl: (1) Command Fire Regulations
(2) Emergency Evacuation Plans for Building 36

1. Purpose. To establish basic policies concerning fire protection and prevention for Commander, Mobile Mine Assembly Group per reference (a).

2. Cancellation. COMOMAG 3100.1G.

3. Responsibility

a. All staff personnel and building occupants are charged with full knowledge of this instruction and will carry out the responsibilities, precautions and fire reporting procedures delineated in enclosure (1).

b. All command personnel are responsible for eliminating all potential fire hazards. All personnel will be familiar with the location of all emergency exits and fire extinguishers illustrated in enclosure (2).

c. The Command Fire Warden is responsible for:

(1) Implementing the provisions and ensuring timeliness and accuracy of this directive.

(2) Advising the command of fire protection and prevention.

(3) Maintaining all fire fighting and associated equipment. Responsible for weekly and monthly inspections of each portable fire extinguisher. Visual or sight inspection consists of ensuring fire extinguishers are sealed, access is not blocked and extinguishers are not damaged. If the seal is broken or any discrepancies are found, the procedures for procuring replacement parts is outlined in reference (a).

(4) Developing and posting an emergency evacuation plan for Building 36.

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(5) Ensure fire bills, NAVFAC 3-11320/9, are conspicuously posted in all occupied spaces throughout Building 36.

/s/

T. W. AUBERRY

Distribution:

COMOMAGINST 5216.1T

List I

List II, Case A

COMMAND FIRE REGULATIONS

1. Fire Prevention

a. Fire Hazards. Any person observing or having knowledge of a fire hazard or potential fire hazard within any area will notify his/her department head or the Fire Warden. The command Fire Warden is appointed in COMOMAGNOTE 1301, Primary and Collateral Duty Assignments.

b. Smoking. Smoking is prohibited within Bldg 36. Smoking is authorized only in the designated smoking area located at the aft Quarterdeck outside of Bldg 36.

c. Electrical

(1) Temporary or makeshift electrical connections are prohibited. Defective wiring will be deenergized upon detection and remain so until repairs are complete.

(2) Unguarded electrical lamps will be kept a safe distance from flammable materials. Wire guards and other protective devices will be provided where necessary.

(3) Only approved explosion proof fixtures and equipment will be used where flammable vapors or explosive mixtures may be present.

(4) Electrical circuits will not be overloaded.

(5) Electrical devices and appliances will be installed only as approved by the command.

(6) Altering or installing electrical equipment will be performed by authorized personnel only.

(7) Hot plates or coffee messes will not be installed except as approved by the Safety Officer, qualified electrician or NAS Corpus Christi Fire Department representative.

d. Storage of Flammable Material. All flammable material will be stored in the flammable storage building or area. No other building or area will be used for this purpose without written consent of the Commander.

e. Heat System. Adequate clearance will be maintained between all flammable and heating system piping.

Encl (1)

f. Welding and Burning

(1) Welding or burning will be conducted in approved areas only

(2) All flammables will be removed from the area of the welding or burning or covered with a flame resistant cover.

(3) The Fire Warden shall be physically located in the location of welding or burning and proper fire extinguishing equipment will be available at all times at the scene of the operation.

g. Miscellaneous

(1) No open fires will be allowed without specific written authority from the Commander.

(2) Gasoline and other highly flammable substances will not be used for cleaning purposes.

2. Emergency Evacuation Plan

a. This plan will be posted with the Fire Bill, will include emergency evacuation routes, and note predesignated assembly areas outside of Bldg. 36.

b. The last person to exit a space will ensure all classified material and windows are secured, ensure everyone is out, and close the doors to the space.

c. All personnel will muster with the senior person from their department in the predesignated areas outside of Bldg. 36. Department representatives will report their muster to the Staff Duty Officer (SDO) for safety and accountability.

3. Discovery of Fire

a. Any person discovering a fire will call the NAS Corpus Christi Fire Department at extension 3333. All fires will be reported even if extinguished.

b. Persons in the vicinity of a fire will attempt to extinguish or prevent its spread pending arrival of personnel from the Fire Department. At no time will personnel endanger their lives in this effort.

c. Personnel may sound the alarm by using the fire alarm pull stations located throughout Bldg. 36 by pulling the T-handle downward. Locations of all fire alarm pull stations are indicated in enclosure (2).

d. In the event the fire alarm fails to alert the crew, notify the ASDO or SDO to pass the word on the LMC system, "THIS IS NOT A DRILL. FIRE, FIRE, FIRE IN (give location of fire). ALL HANDS MUST EVACUATE THE BUILDING. MUSTER AT (give location where personnel are to muster)."

4. Reporting a fire

a. Report the fire to the ASDO or SDO as soon as possible.

b. To report a fire to the NAS Corpus Christi Fire Department, dial extension 3333 and give the following information:

(1) Exact location of the fire, building number and street address.

(2) Type of fire, i.e., Alpha, Bravo, Charlie, Delta.

(a) Alpha fire: Wood and wood products, cloth, textiles and fibrous materials, and paper and paper products.

(b) Bravo fire: Flammable liquids, such as gasoline, diesel fuel, (F-76), jet fuels, hydraulic fluid, and lube oil. Also, involves flammable gases.

(c) Charlie fire: Energized electrical fires.

(d) Delta fire: Combustible metals such as magnesium and titanium.

(3) Report what is burning, such as a building, grass, vehicle, equipment, etc.

(4) Telephone extension number from which the call is being made.

5. Training. Fire drills, as scheduled by the Fire Warden and the Training Coordinator, will be held at irregular times.